

[Date]

[Tenant Name]

[Tenant Address]

[City, State, Zip Code]

RE: NOTICE OF PAST DUE RENT - Unit #[Unit Number]

Dear [Tenant Name],

This letter is to inform you that we have not yet received your rent payment for storage unit #[Unit Number], which was due on [Due Date].

According to our records, your account is currently past due in the amount of \$[Amount Due]. This balance includes the monthly rent and a late fee of \$[Late Fee Amount].

Total Amount Due: \$[Total Amount]

Please submit your payment immediately to bring your account up to date. You can pay via [Payment Method: Online/Phone/In-Person].

If you have already sent your payment, please disregard this notice. If you believe there is an error regarding your account balance, please contact our office at [Phone Number] as soon as possible.

Failure to pay may result in restricted access to the facility and further late penalties as outlined in your rental agreement.

Thank you for your prompt attention to this matter.

Sincerely,

[Management Name]

[Facility Name]

[Facility Phone Number]